

Student Handbook

sagu **WICHITA**

BETHEL LIFE CENTER



www.blcwichita.com/SAGU

sagu WICHITA

"SAGU WICHITA seeks to be a premier online Christian University fully committed to engaging the culture and changing the world by graduating students of competence, character, wisdom and community."

- SAGU Wichita Mission Statement

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PERSONNEL

Dr. Ken E. Squires Jr., Bethel Life Center Lead Pastor
Pastor Darin Stroud, SAGU Wichita Director (AGK Ministry Network)
Pastor Steve Rains, Internship Director (Valley Center)
Pastor Nathan Cook, Internship Director (Winfield)
Pastor Bobby Massey, Internship Director (Wichita, Believer's Tab)
Pastor Jon Rojewski, Student Ministries Internship Director (BLC)
Pastor Gail Starnes, Children's Ministries Internship Director (BLC)

POLICIES AND EXPECTATIONS

DESCRIPTION

SAGU Wichita students have an undeniable call on their lives to go into full-time vocational ministry or further their ministry training and education. They are future and/or current children's, youth, missionaries, associate and lead pastors. As SAGU Wichita students, they are held to a high standard of professionalism, and are expected to do everything that they do as unto Jesus Christ. Upon enrolling, SAGU Wichita students are expected to fulfill any and all ministry expectations pertaining to their internship. We believe in our students, and we believe in the call to full-time ministry on their lives. Because of this belief, we choose to provide them with all possible resources of training towards their future ministries, including hands-on ministry experience, accredited education, and license to preach. By believing and investing in the one, we are therefore believing and investing in the many.

Southwestern Assemblies of God University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southwestern Assemblies of God University. SAGU's Teacher Education Program is approved by the Texas Education Agency.

Upon completion of 2 years of online study with SAGU Wichita (64 credit hours, 16 per semester) an Associate of Arts will be met. The student will also have met the minimum academic requirements to apply for the license process with the General Council of the Assemblies of God. The student will have been taught basic Bible content (Old and New Testament), theological principles and practical ministry skills for service in a church leadership position. Upon

completion of 4 years of online study with SAGU Wichita (128 credit hours, 16 per semester) a Bachelor's degree will be met.

DEGREES OFFERED AT SAGU WICHITA:

Undergraduate Degrees Offered:

- Addictions Counseling | A.S.
- Business | B.A.
- Business Administration | B.A.
- Church Leadership - Children and Family Ministries | B.A.
- Church Leadership - Church Planting | B.A.
- Church Leadership - Church Revitalization | B.A.
- Church Leadership - Pastoral Leadership | B.A.
- Church Leadership - Spiritual Formation | B.A.
- Church Leadership - Worship Ministry | B.A.
- Church Leadership - Youth and Student Ministries | B.A.
- Church Leadership | B.A.
- Church Ministries | A.A.
- General Studies | A.S.
- Human Services - Counseling | B.S.
- Human Services - Criminal Justice | B.S.
- Human Services - Psychology | B.S.
- Human Services - Social Work | B.S.

Graduate Degrees Offered:

- Business Administration | M.B.A.
- Organizational Leadership | M.A.
- Practical Theology | M.A.

CORE VALUES

- Academic Excellence
- Servanthood
- Humility (Opposite of entitlement)
- Self-discipline
- Expect the unexpected
- Irrelevance is irreverence
- Matthew 18 policy (Grievance Form)
- Love people when they least expect it and least deserve it

- Pray like it depends on God and work like it depends on you
- Responsibility
- Everyone is invaluable and irreplaceable
- Maturity does not equal conformity
- Go the extra mile
- Do it right and do it big

TEAM VALUES

At SAGU Wichita, we have a team mentality in everything that we do. Together, we can do so much more than we could ever do individually.

1. Total Trust: We totally trust one another's motives, heart, and word.

2. Embrace Conflict: We embrace healthy conflict in ministry by open expression while respecting the chain of communication (Matthew 18). If you have a conflict with a student, internship site, home opener or the SAGU Wichita program in general, follow the biblical mandate to go to the individual and repair the conflict right away. If you need help to resolve the conflict, ask for mediation help from Program Director, Darin Stroud.

3. Individual Buy-In: We commit to individual buy-in demonstrated by our actions and attitudes, including academically. Every student is expected to perform at their absolute best in their SAGU studies as a reflection of SAGU Wichita and themselves.

4. Leadership Accountability: We submit to accountability in performance and behaviors. For SAGU Wichita students, every Pastor, Director, Internship Leader and church staff member is an authority to respect and to learn from.

5. Focused Vision: We focus on our God-given vision to prepare for full-time vocational ministry through all possible avenues, and we do this to the best of our ability.

Team Training

We love God, and we love people. Therefore, we expect our SAGU Wichita students to love God and love people. This cannot be manufactured.

Belong. Believe. Become. Genuine love enables people to belong. They need to belong before they will ever believe. We, therefore, require a commitment from our SAGU Wichita students in order to protect our ministries in which they serve. This is a commitment to love those we serve through investing in their lives, providing a Godly example, and serving in a ministry opportunity.

Just as we require a commitment from our SAGU Wichita students, we are committed to our students. Our goal is to do more for our SAGU Wichita students than they can do for us. We value the individual more than we value what they bring to the table in ministry. This entire program wouldn't exist if it weren't for the individual. We believe in the one, and therefore we see it as a product of investing in destiny.

We commit to:

- Give you relational priority
- Provide clear communication
- Challenge you to personal growth through multiple avenues
- Train and equip you for full-time ministry
- Develop you as leaders/pastors/missionaries
- Pray for you consistently
- Help connect you to your life-calling and designated area of ministry

We want our students to be the very best for God. That's why we require a commitment from them and make a commitment to them. Committed together, we can do more for God than any of us individually ever could.

REQUIRED ATTENDANCE

Sunday Service: Arrive at designated time before service starts each week.

Church/KYM Events: Be aware that you will be expected to attend church/KYM related events, even if they fall on a scheduled "day off."

Internship Responsibilities:

Student Ministries, Children's Ministries, Worship & Pastoral/Church Ministries - hours will vary depending on your site locations.

Hours:

Monday - Thursday 8:30 AM - 11:30 AM (Class)

Thursday - Chapel 10:30 AM

Monday - Thursday Afternoon (Internship Hours)

ACADEMIC EXPECTATIONS

We require that our SAGU Wichita students maintain a 2.0 GPA in all academics. If a student is on Academic Probation, SAGU Wichita will assist them with tutorial support.

BEHAVIORAL EXPECTATIONS

Character

1. Spiritual Disciplines

- Actively growing in their relationship with God daily through prayer and bible study.

2. Dependability

- On time to everything.
- Contact appropriate leaders/pastors if not able to fulfill scheduled duties.
- Comes prepared and ready to serve.

3. Lifestyle

- Lifestyle must reflect God's principles for living. (Galatians 5:16-26, Ephesians 5:1-21)

4. Motives

- Reason for serving must be to provide support that aids the communication of God's message in a way that is congruent with the vision of SAGU Wichita. Personal preferences must be checked at the door.
- A student must also realize that this is training ground for their future ministries. The idea of saving souls through their own ministries one day should be motivation enough. Excellence, therefore, matters. Each SAGU Wichita student represents the advancement of the gospel, and the Kingdom of God.

Competence

The most important qualities that a SAGU Wichita student needs to exemplify are:

- Academic Excellence
- Servanthood
- Teachability
- Flexibility

People

Loving God means loving people. We must love not only who we work alongside with in ministry, but everything we do must also be stemmed out of a genuine love for people. SAGU Wichita students must have the interpersonal skills necessary to operate in thriving relationships within the team and inside of the ministries they serve. This is absolutely necessary for team growth and effectiveness. You must enjoy people and give them adequate respect. This is ministry.

MANDATORY EXPECTATIONS

Ministry

- Attend all Sunday services, unless otherwise specified.
- Maintain a reputable GPA of 2.0 or higher in SAGU courses.
- Attend all internship events, unless otherwise specified.
- Faithfully attend all weekly Chapels (Thursday at 10:30 AM)
- Fulfill all designated ministry/internship responsibilities.

- Lead in hospitality, acceptance, love, and servant-hood.
- Value and practice excellence.

Relational

When working with minors, follow all legal and insurance guidelines and expectations. See internship leader if this applies.

Speak highly of the SAGU Wichita program. Do not devalue or gossip about SAGU Wichita at any time. This includes all people or program. This applies to your enrollment years in SAGU Wichita and after you leave and move on to God's will for your life. If you have a something that is not working, please talk to SAGU Wichita Director, Darin Stroud.

PHONE NUMBERS, CONTACTS

All current students will be given the privilege of having your directors and internship leader's cell phone number. Outside of office hours, please only use this number for emergencies.

- Never give any of these personal cell phone number out to anyone.
- Always direct outside questions about SAGU Wichita to the main webpage and Bethel Life Center office phone number.
- Check with your Internship leader about their preferences on when it would be acceptable to contact them outside of their regular office hours. Your Internship leader has the right to keep his/her cell phone number private. You have email addresses and office numbers you can use.

VACATION, SICK DAYS, EMERGENCIES

- Contact the Program Director for the form requesting time off and/or if you are sick. If it is one day off, the form needs to be filled out by the proper people and turned back in at least seven days in advance. If you need longer time off, it must be turned in at least one month before the time.
- Contacting the Program Director doesn't automatically put you in the clear for not showing up for certain activities or events inside of your internship. Your time off request will be reviewed and is based on events, activities, etc. and is subject to approval.
- You will be given five days off including sick days per semester. You are only able to miss one Sunday.

INTERNSHIP SITE/OFFICE RULES

You are never to be alone at the internship sites or offices outside of office hours without at least one SAGU Wichita staff member present and informed. If a situation does arise (an assignment for your internship) where you feel as though

you need to be there outside of office hours, let your Internship leader know of the situation and see if he/she will come to the church with you. This rule will never be bent regardless of the situation.

SAGU Wichita students are to park their vehicle in the designated parking lot spaces/areas.

STANDARDS

Foundational

1. Born again for at least 1 year. John 3:3
2. Fruits of the Spirit evident. Galatians 5:22-23
3. Seeking or experienced the baptism in the Holy Spirit in alignment with what we believe doctrinally. Acts 2:2-4

Behavioral

No Tolerance - If a SAGU Wichita student fails to abide by these expectations, listed below, even once, they will be placed on probation immediately. In serious cases, they will be expelled.

- No tobacco/nicotine in any form including e-cigarettes
- No alcohol
- No sexual impurity (unhealthy relationships)
- Dating relationships are accountable to SAGU Wichita leadership
- No use of profanity
- No drugs
- No pornography
- No Threats/Harassments - this includes, but not limited to, verbal and physical assaults, written correspondence, email, texting, instant messages, social media, and creating a hostile environment
- No R rated movies - avoid movies with excessive language or sexual content. Use wisdom and discretion (Some PG-13 are questionable)
- No secular clubs, bars or any environment that has "no tolerance" items
- No communication with students under the age of 18 (texting, social media, video or phone calls) that does not include prior approval from program director.

Three Strikes

If a SAGU Wichita student does not abide by the expectations listed below and the rest of the handbook, they will fall underneath what we call a "3 Strike" policy. After the 3rd offense, a student will either be dismissed or placed on probation for a time period. The Three Strikes reset every semester.

- No gossip
- No slander
- Avoid secular music of a questionable nature, not limited to/especially explicit lyrics

- Avoid parties that offer pre-stated issues
- Do not visit inappropriate websites

DRESS CODE

- Nice jeans or pants
- Appropriate internship site attire (depending on ministry)
- Shirts should have acceptable/appropriate logos and writing
- Shorts only in appropriate settings/designated times
- No pajama or yoga pants
- Please be modest

CONSEQUENCES

- Expulsion - will happen for serious cases when deemed necessary.
- Probation - means the loss of rights and responsibilities within SAGU Wichita based on the case. Probation length will be based on the case, and evaluation based on the SAGU Wichita leadership recommendation. Depending on the situation, no more than 2 probationary periods will be allowed per semester by any student. By the 3rd probationary offense, the student will be expelled for the remainder of the semester. The continuation or discontinuation of SAGU studies will be determined by case.
- The 3 Strike Rule - The student will be watched more closely once a strike has been given, and by the 3rd strike the student will be placed on probation or dismissed by the Program Director.

DATING RELATIONSHIPS

We need to treat people with respect and honor; this covers all relationships, including dating. We expect that students will demonstrate proper behavior in public and private that is glorifying to God. SAGU Wichita students are not permitted to date high school students, anyone under the age of 18 or non-believers. Be respectful and modest in both public and private places, keeping in mind how your actions make others feel. Public behavior is on and off the campuses of SAGU Wichita Bethel Life Center and all internship ministry sites.

Appropriate public behavior:

1. Sitting together
2. Holding hands (not during class hours)
3. Attend Couples Coffee

Inappropriate public and private behavior:

1. Leaning or lying on each other
2. Petting or caressing each other/body massages
3. Extended periods of kissing
4. Alone with opposite sex in the classroom or a home

5. Friends or significant others hanging out during class hours
6. Sexual relations of any kind

PERSONAL EXPECTATIONS

1. Maintain consistent Bible reading.
2. Maintain consistent prayer life.
3. Faithfully tithe 10% of any earned monthly income to Bethel Life Center.
4. Dating relationships must be accountable to SAGU Wichita leadership.
5. Uphold a level of excellence for all SAGU studies.
6. Represent SAGU Wichita with utmost respect and honor. (We are a campus of SAGU).
7. Follow provided standards at all times, not just at church or ministry sites.
8. Maintain a high level of integrity, honesty and confidentiality in dealing both with the internship site congregations & SAGU Wichita leadership.
9. Develop a portfolio, including but not limited to projects, sermons, teachings, reviews, etc.

HOUSING

Home openers are available with local families. Each family provides housing, meals and a family supportive environment. Requirements:

- Monday - Thursday curfew - 12:00 AM
- Friday – Sunday curfew – 1:00 AM
- Maintain a clean and organized living space
- Be helpful with everyday chores (dishes, trash, etc...)
- Respect noise/volume levels and wifi usage
- No pets without permission
- No nails or command strips on walls without permission
- Friends/significant others of the opposite sex are not allowed to stay overnight in the host homes with you

BREAKS

Breaks for SAGU Wichita students will be consistent with SAGU's academic calendar breaks, with some possible exceptions depending on church related events/KYM events and internship site activities.

- Ministry responsibilities pending, students will be able to take vacations during these breaks, Thanksgiving, Christmas, summer, pre-approved.
- If plausible, internship related responsibilities are still active during this time.
- All rules and standards are still active during this time.
- SAGU Wichita's annual calendar is available at www.blcwichita.com/sagu

BOOKS

Because books are not included in any of the tuition fees, we are offering convenient options for our SAGU Wichita students.

- Students may purchase books with their school financial aid, or they may pay out of pocket.
- Books may be purchased through any outlet the student wishes to use, including the SAGU bookstore, Amazon, used bookstores, etc.

PASTORAL CARE/COUNSELING

When you need to talk about anything, you can feel free to talk to Pastor Ken or Pastor Darin. We care about you and want to be here for you no matter what situation you are facing. The best time to talk to them is during their office hours.

Pastoral care is to be offered through SAGU Wichita leadership. At **NO** time are students allowed to offer pastoral care to each other. Christian counseling is available through SAGU. Please contact CounselingCenter@sagu.edu.

TECHNICAL SUPPORT

If at any time you need technical support with anything related to your online coursework, please contact SDE Tech Support at (888) 243-3807 or at sdetechsupport@sagu.edu.

Technical Requirements/High-Speed Internet Connection

Free WIFI internet will be provided at Bethel Life Center during class times as well as at internship site locations.

Software Needed for Submitting Assignments

All assignments must be composed digitally and turned in through the Blackboard Learning System. This will require productivity software like Microsoft Office or OpenOffice. Assignments can typically be submitted in Microsoft Word, Microsoft Excel, Microsoft PowerPoint or Rich Text Format. Assignments should never be submitted in Microsoft Works because faculty members cannot open files created in Works. Students should always check with their instructors concerning acceptable formats before submitting assignments.

Creating Video Content for Courses

Several courses require students to produce video presentations. SAGU will supply the necessary access and instructions to accomplish this task. Students are required to provide the hardware which can include a web cam and microphone.

Mobile Devices

Blackboard and Panopto both offer mobile apps for accessing class materials via smartphones and tablets. Both apps can be attained through the appropriate marketplace (App Store, Google Play, etc). Panopto offers their app free of charge. The Blackboard Mobile Learn app can be purchased per year or on a permanent basis. Please note: Mobile devices will not be able to complete all course requirements. Students will still need regular access to a computer.

	PC	Macintosh* (Intel based)
Operating System	Windows Vista or 7 Windows 8 (In Desktop Mode)	Mac OSX 10.6-10.8
Web Browser	Internet Explorer 9 or 10 Firefox Google Chrome	Safari 5 or newer Firefox 3.6 or newer
Media Player	Windows Media Player plugin	Microsoft Silverlight 3 or higher

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COVENANT & AGREEMENT

Once the covenant is signed by the SAGU Wichita student, they agree to uphold all requirements and standards. Failure to do so could lead to dismissal, a period of probationary service, or limitations of responsibility. All consequences will be determined by the SAGU Wichita leadership.

General Information

Date: _____

Name: _____

first

middle

last

Birthday: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____

Email: _____

Work: _____ Work Phone: _____

Emergency Contact Name: _____

Phone: _____ Relationship: _____

Wichita Address: _____

Please initial next to each spot.

_____ **Growth**

I agree to grow in my relationship with God through consistent Bible reading, prayer, and scripture memorization. I agree to uphold all expectations and guidelines listed in this packet. I agree to faithfully attend weekly schedules and

fulfill schoolwork requirements with the understanding that this is equally contributing to my overall growth and potential for ministry. I agree to maintain a level of professionalism in the office and in my studies.

_____ **Consistency**

I agree to be involved consistently in services, staff meetings, and all internship activities or events applicable. If for any reason I am unable to do so, I will call and inform the appropriate people, within reasonable cause. I will consistently uphold expectations placed on me as a SAGU Wichita student.

_____ **Ministry**

I agree to serve in a ministry of SAGU Wichita using my gifts and talents for God. I am aware that my gifts are ultimately given to me by God, and I will utilize them for His glory, not my own. Personal preference will be checked at the door. I agree to serve faithfully for the sake of the Kingdom of God. I agree to see the weight of who I represent as a future pastor/leader/missionary. I will not take this lightly.

_____ **Vision**

I agree to model SAGU Wichita's vision, mission and culture under the vision of SAGU Wichita leadership. I will model appropriate behavior congruent with what is expected of me, and I will lead faithfully in order to fulfill the given vision for the ministries in which I will be serving.

_____ **Lifestyle**

I agree to uphold the leadership standards of SAGU Wichita and/or the given ministries in which I will be focusing. My lifestyle will reflect that of Jesus Christ, and I will be consistent in that lifestyle, no matter where I am located and whom I am with. My lifestyle outside of the office will match up with the lifestyle I live at the office. I will abide by all cultural and entertainment expectations listed in this document.

_____ **Team**

I agree to value the team by trusting my spiritual authorities, trusting fellow team leaders, and fulfilling my SAGU Wichita requirements. I understand that serving in these ministries is not about me, but about the ministry of people in our community, though I will definitely see personal reward through this experience. I will respect my fellow students, and I will respect and serve the SAGU Wichita leadership in all faithfulness and genuineness.

_____ **Excellence**

I agree to give excellence in everything I do. I will not compromise the expectations placed on me for any reason, including academics and internship. I will do everything to the best of my ability as unto God.

I agree to the conditions and guidelines of a SAGU Wichita student. I have read the entire manual and understand its contents.

Print name: _____

Signature: _____ Date: _____



SAGU WICHITA FINANCIAL AGREEMENT

SAGU Wichita Financial Breakdown

This tuition breakdown is relevant for students fulfilling credit requirements for all AA or BA degrees.

Tuition Breakdown By Semester:

- Tuition to SAGU (15 credit hours) \$4,185
\$275/Credit Hour + Academic Support Fee \$60
- Tuition to SAGU (12 credit hours) \$3,360
\$275/Credit Hour + Academic Support Fee \$60
- Administration & Internship Fee (per semester) \$750
(includes YMCA Membership, Fall Retreat, Family Dinners/Activities and Ministry Trips)
- Academic Total for 15 hours (per semester) \$4,995
(transcript will not be released with an outstanding balance)

Extra Expenses

- Books (approximately \$300 per semester) and personal laptop
- Fun Days - We will be having fun outings. These fun days are not required attendance since the students will have to pay for them.

Housing

Home openers will provide breakfast and dinner meal opportunities as well as lunch options. Students should expect to pay for luxury items or specialty food items, as well as their own meals from time to time.

Student Requirements

SAGU Wichita students are required to have reliable transportation and current

health insurance (a copy for the student file). SAGU Wichita will run a background check on any person applying for the program. SAGU Wichita students are eligible for federal assistance. Students are encouraged to apply for financial aid every year by filling out the FAFSA at www.fafsa.ed.com

School balances must be paid each semester. If an unpaid balance accrues by the end of the current semester, that SAGU Wichita student will not be able to attend the following semester until all fees are paid for the previous semester per SAGU policy.

I agree to uphold all necessary requirements, deadlines, and cover fees for my student (child) to enroll in SAGU Wichita. I agree to the conditions and guidelines listed above. I have read the entire packet and understand its contents. Parent signature only required if student is under the age of 18 at the time of application.

(Parent) Print Name: _____

Signature: _____ Date: _____

I agree to uphold all necessary requirements, deadlines, and cover fees to enroll in SAGU Wichita. I agree to maintain a GPA of at least 2.0 and to represent SAGU Wichita well. I agree to the conditions and guidelines listed above. I have read the entire packet and understand its contents.

(SAGU Wichita Student) Print Name: _____

Signature: _____ Date: _____